

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

3 March 1964

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Elimination of Duplication of Distribution
of Certain Open Literature Material

PROBLEM:

The Document Division/Standard Distribution Unit and the CIA Library/Acquisitions Branch are simultaneously receiving and distributing certain serial type open literature publications. The Department of State Bulletin, the Diplomatic List, the Foreign Service List are but examples of such publications.

DISCUSSION:

Surveys pointing out these duplicative efforts have been made several times in the past, with the latest begun in August 1962. At that time, Xerox copies of Standard Distribution records were annotated by the Acquisitions Branch with purchase information where appropriate. No further action was taken, since it was so low on the list of priorities of things to be done. The records, however, are still available in the Librarian's Office. The Standard Distribution Unit receives their copies of these publications from the originating agencies, and distributes them on a standard basis - the same customers for each issue. The Acquisitions Branch, on the other hand, is buying subscriptions to these serials through its normal procurement channels. In some instances, both acquisitioning units are servicing the same offices.

The Standard Distribution Unit is able to fill its requirements for a given title with free copies until such time as the source runs dry. At this point, any requirement for additional copies must be turned over to the Acquisitions Branch for purchase.

The Acquisitions Branch has a built-in capability to use a free copy for one to be purchased, or to purchase when the need arises. The possibility of substituting free copies for purchase copies at renewal time could provide some economies.

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CONCLUSION:

It is not efficient to have two organizations procuring and distributing the same material, particularly when the one does not know what the other is getting or whom it is servicing. Also, responsibility for procurement of open literature publications is the responsibility of the Library's Acquisition Branch - the Document Division should not be involved.

It is recommended that:

25X1

Chief, Document Division

CONCUR: 25X1

CIA Librarian

APPROVE: 25X1

Assistant Director, CR

BA/DD/CR: [redacted] bpn

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